

LOC Clarification Memorandum

To: Solicited Vendors for Letter of Configuration (LOC) Number 42433, dated May 6, 2016 for the Mississippi Department of Employment Security (MDES)

From: Craig P. Orgeron, Ph.D.

Date: May 12, 2016

Subject: Clarification to Specifications

Contact Name: Jill Chastant

Contact Phone Number: 601-432-8214

Contact E-mail Address: jill.chastant@its.ms.gov

LOC Number 42433 is hereby amended as follows:

1. Item 3: **PROCUREMENT PROJECT SCHEDULE**

Task	Date
Release of LOC	Friday, May 6, 2016
Deadline for Vendors' Written Questions	Friday, May 13, <u>2016</u> at 3:00 p.m. Central Time
Addendum with Vendors' Questions and Answers	Friday, May 27, 2016
Proposals Due	Wednesday, June 8, 2016 at 3:00 p.m. Central Time
Proposal Evaluation	Wednesday, June 8, 2016 – Friday, June 17, 2016
Notification of Award	Friday, June 24, 2016
Begin Contract Negotiations	Monday, June 27, 2016
Delivery and Installation	Before Friday, July 29, 2016

2. Item 15.1: **Vendor must deliver the response to Jill Chastant at ITS no later than Friday, May 27 Wednesday, June 8, 2016, at 3:00 P.M. (Central Time).** Responses may be delivered by hand, via regular mail, overnight delivery, e-mail, or by fax. Fax number is (601) 713-6380. ITS WILL NOT BE RESPONSIBLE FOR DELAYS IN THE DELIVERY OF PROPOSALS. It is solely the responsibility of the Vendor that proposals reach ITS on time. Vendors should contact Jill Chastant to verify the receipt of their proposals. Proposals received after the deadline will be rejected.

3. Item 15.2: If you have any questions concerning this request, please e-mail Jill Chasant of ITS at jill.chasant@its.ms.gov. **Any questions concerning the specifications detailed in this LOC must be received no later than ~~Wednesday, May 4~~, Friday, May 13, 2016, at 3:00 P.M. (Central Time).**

If you have any questions concerning the information above or if we can be of further assistance, please contact Jill Chasant at 601-432-8214 or via email at jill.chasant@its.ms.gov.

cc: ITS Project File Number 42433